

Trustees of the Weare Public Library
Minutes of Meeting
July 2, 2009

In attendance: Raymond J. Kelly, Chairman, Susan Morin, Treasurer, Christine Hague, Library Director.

Chairman Kelly called the meeting to order at 6:35.

Minutes from June 4, 2009, meeting were reviewed but not voted on. They will be voted on at the August monthly meeting.

Deleted: May 7

Trustees reviewed items in the director's June report. Chris Hague said that the Starfish (preschool) beach party held on July 30 brought 59 people to the library and the Wave Runners (school age) beach party on July 2 was attended by 30 children and parents.

She told trustees that lessons have been successfully completed for an online grant writing class. She will take the final within a week. She described the class as very helpful and recommended Keene State College's ed2go offerings.

Ray Kelly noted that most budget line overages in the director's report were minor, except heating oil and books. Hague pointed out that the recurrence of default budgets has resulted in the unconventional practice of managing the budget by the bottom line, because so few lines have increased in the last five years. She noted the surplus in wages and pointed out that the trustees reluctantly followed the Board of Selectmen in giving cost of living raises two years ago, with the funds taken from the book budget.

Hague told trustees that a senior at John Stark Regional High School, Ashley Procum, will work with staff this fall on a senior project to get appropriate new books for the collection.

Proposal for structural engineer

The first item of old business was the review of three proposals received in response to a request for proposals from structural engineers sent out in May. Kelly asked Hague how she had advertised this request. She said that more than twelve letters were sent to firms on a list given to her by Selectman Keith Lacasse, and to firms represented at the Local Government Center Convention, and she posted on the town website.

Kelly asked about the source of funds for the structural engineering study. Hague said library development would come from the Jones Memorial Fund, noting that trustees had also previously discussed use of this fund for a community survey leading up to a building plan.

The highest bidder was set aside because of the difference in price from the other two bids, which were then examined and discussed in detail.

Hague explained the difficulty of operating a design/build facility with no as-built drawings or building manual. One question engineers asked was about the materials used in the 1991-1992 library expansion. Hague said she found notes about a survey the trustees had done which recommended steel beams, columns and floor joist reinforcement in the 1927 section of the building. She asked the contractor who did this project what he actually installed and was told the beams and columns. He did not recall reinforcing joists.

Final discussion was about the qualifications of the two firms, and clarification of the scope of the requested study.

Motion was made, seconded and approved to hire Criterium-Turner Engineers to study the floor load at the Weare Public Library and to report to the trustees.

Missed Holidays-

Hague reminded trustees that like the Fourth of July, Christmas is a town holiday, but falls on a day when the library is closed. It was moved, seconded and approved to give November 25 as a replacement holiday.

Library Assistant Job Description

Hague brought this new business to the trustees because the job description for the Library Assistant in the Children's Room was written for a temporary long-term substitute and not revised when Karen Metcalf was hired as a Library Assistant in May, 2009. Hague stressed the need to define duties commensurate with pay. The problem, she said, is that expectations have been based on the activity in the Children's Room and not on the actual job description. The Library Assistant's role needs to be defined.

Kelly said that a broader definition would allow some leeway in managing staff. Hague said she could not use the existing job description for evaluation purposes unless it was updated to fit the plans the trustees made when they reviewed the position in March. She asked how long the duties taken out of the Children's Librarian job description would remain with other professional staff. Susan Morin said that if other duties, including supervision of pages, are not in the Library Assistant job description, then that employee can be expected to carry out programming. Hague said she wanted language that included some control in planning to assure that programs meet current library standards.

Hague said the current Library Assistant still intends to take library courses, as discussed in March. Some of the funds on the wage line are for this purpose. Morin said that the employee would need to show initiative and good work habits if the trustees were to justify the long-term cost of education. Hague asked that the trustees discuss a plan that would include a timeline for how long professional duties in the Children's Room would be done by other staff. She said that this and a well thought out job description would make evaluation more fair.

Revisions of the language in the Library Assistant job description will be presented to the trustees in August.

Use of Library Lawn for Old Home Day

Trustees agreed that the Historical Society could use the library lawn for a vendor area on Old Home Day, August 29, 2009.

Second Quarter Budget Review

Hague distributed profit and loss reports for June 30, 2009. She said that surplus would be reduced by two upcoming maintenance expenses: an air conditioning tune-up bill for \$400 and necessary floor stripping and sealing for \$400. She said that a page is temporarily working three hours on Mondays but that would need to be reviewed at the first of next year because we need to think long-range about education for the Library Assistant.

Mission statement

Trustees tabled discussion of the mission statement. It will be discussed in August.

Next meeting: August 10, 2009. Notification of any necessary change will be made after consulting with other board members.

Meeting officially adjourned at 8:40 PM.

Respectfully submitted,

Christine Hague
(temporary recorder)

| Approved as amended Aug. 10, 2009